

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Workforce Development Specialist Series/Grade: GS-301-11	Announcement No: ETA-02-108
	Opening Date: December 12, 2002
	Closing Date: December 23, 2002
Salary Range: \$46,469 - \$60,405 (includes locality pay of 11.48%)	Number of Vacancies: Two (2)
	Bargaining Unit: Inside - Local 12
Organizational/Geographic Location: Employment & Training Administration Office of Workforce Investment Division of Adults and Dislocated Workers Washington, DC	Promotion Potential: None
	Civil Service Status Required: Yes
	Temporary Position: No – Permanent Position
	Part-time Position: No – Full Time
Duty Station: Washington, DC	Area of Consideration: Status Candidates – DOL - Washington, DC Area

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://doleta.wdsc.org/jobs>.

Position Duties and Responsibilities:

The incumbent provides guidance to Federal grants and contracts in support of workforce investment formula and competitive grants. Produces reports tracking allocations, obligations and expenditure of funds for program management and budget. Reviews programmatic and financial performance of grantees and proposes corrective actions steps when issues are identified. Develops and provides training and technical assistance to recipients of federal, state and local program staff. Implements and/or modifies entire or major segments of technical manuals, handbooks, desk aids, presentation materials, policy memos and other guidance. Responds orally, electronically and in writing to inquiries from Congress, stakeholders and the general public as well as inquiries from within the Department and from other federal government agencies. Acts as a key technical advisor to the Division on all matters pertaining to such grants or contracts. Provides all related duties such as monitoring, reviewing and recommending for approval/disapproval grant and contract modifications and providing input into draft audit resolutions, where appropriate.

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

To be eligible applicants must have at least one year of specialized experience which is in or directly related to the position that provides the individual with the particular knowledge, skills, and abilities to perform successfully the duties of the position, such as administrative support functions, records and forms management, and conference management. Specialized experience must have been equivalent to the GS-09 level in the Federal Service.

Time-in-grade restrictions apply.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW. HOWEVER, FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Knowledge of Welfare-to-Work and Workforce Investment Act programs. **(H)**
2. Ability to communicate both orally and in writing. **(H)**
3. Skill in organizing information and creating processes and procedures to simplify tracking, analyzing and interpreting. **(H)**
4. Skill in using a personal computer in a LAN environment.

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including an Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

<p>The following material is required if checked:</p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p> <p><input type="checkbox"/> Other: A supplemental statement of the Evaluation Factors is desired.</p>	<p><i>Mail your application to, or secure forms or information from:</i></p> <p>U.S. Department of Labor Employment and Training Administration Office of Human Resources 200 Constitution Avenue, NW, Room N-4656 Washington, DC 20210 Attn: Florine McDonald Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p>
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An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be postmarked by the closing date of this announcement.

ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.